

CHURCH ADMINISTRATOR

JOB DESCRIPTION

Central Baptist Church of Columbia, S.C. is seeking a detail-oriented and organized Church Administrator to join our organization.

Duties and responsibilities include:

- Manage day-to-day operations of the church, receiving, processing and paying invoices for utilities, supplies and operational services. Monitor expenses to ensure ministry stays within budget guidelines. Maintain records for vendors and manage timely payments.
- Financial Systems: utilize and oversee accounting software (e.g., QuickBooks) ensuring coordination with CPA firm.
- Human Resources: facilitate Payroll Services, in coordination with contracted organization (e.g., ADP Payroll Services).
- Facility Management: oversee maintenance, security and scheduling of all church facilities and property. Ensure necessary inspections and repairs are conducted.

Educations and Skills

- **Education:** A degree in Business Administration or a related field is preferred. Relevant certifications in church administration or nonprofit management can be beneficial.
- **Skills:** Strong organizational skills, excellent communication skills, proficiency in office software, and a respectful understanding of church operations and culture.

Application Instructions

- Please submit your resume and a cover letter outlining your qualifications and experience to hr@centralbaptistcolumbia.org.
- **This is a full-time position. Deadline to apply, March 31, 2026.**